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JUN 13 1957

MEMORANDUM FOR: ✓ Deputy Director (Plans)
Deputy Director (Intelligence)

SUBJECT: Exception to Position Evaluation
Procedures--Secretaries

1. The Director of Personnel has proposed and I have approved a procedure whereby the grades of secretarial positions will be established on the basis of the organizational level and the relative importance of the office in which each such position is located. This procedure is customary in business and elsewhere in Government. It will result in a considerable reduction in paperwork.

2. The Supergrade Study factor point ratings and recommended grade levels will be used as a basis for establishing the relative importance of the offices in determining secretarial levels.

3. It is suggested that you review the above with your staff, office, and division chiefs.

~~Typed~~

L. K. White
Deputy Director
(Support)